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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Research Staff

DATE: 20 January 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report #3 - 12 - 18 January 1955

a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. Catalogs of Courses - Distribution of Catalogs 100-1 and 101-1 has been completed to all offices. The completed text of 200-1, the field issuance, has been reviewed and approved by Staff C, after revisions, and will be returned by the Security Officer/FI/RI on 20 January, who has devised a registry procedure to insure its rapid distribution to the field. Letter of transmittal has been approved by the DD/P. Estimated date of distribution is 7 February.

2. Collection of Information for Intelligence Purposes, TR RM O-1 - Expected date of delivery of 500 copies from the printer is 1 February.

3. Overseas Material for OTR Instructor - Reproduction of instructional material for [ ] mission has been started. Additional copies will be made for the Library Lesson Folder File, [ ] and a second overseas project to fill the gaps caused by lack of Phase II and III material in the Lesson Folder File.

4. Audio Aids Project - The Audio Aids Section will prepare a set of 15 recorded tapes in support of the [ ] Course to be given at [ ] After a conference with [ ] FI/OPS and [ ] OTR, it was arranged that:

a. Audio Aids Section will record 15 tapes from scripts provided by FI/OPS. Voices, sound effects and recording difficulties will be done by OTR.

b. Equipment and technical assistance in making the tapes will be provided by ASD/TSS.

5. Exhibit Panels - A planning discussion was held by the Chief, Visual Aids Section with [ ] and others of ORR to secure agreement on the layout details of a new panel exhibit for ORR to be used in the BOC exhibit of intelligence products.

6. Map Training Aids - A set of map training aids especially designed for an overseas training project, has been delivered to the area division. Drawings of the aids are available from VAS/ISB.

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25X1

7. Map Instruction - [ ] continued his assistance of the [ ]  
[ ] Course by presenting four hours of instruction during the  
week.

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8. Films for [ ]

- a. No retention films due.
- b. Twenty (20) loan films due.
- c. Eight (8) loan films sent.

9. Space Planning for New Building - All estimates have been received from,  
the School and Staff Chiefs and are being consolidated by the Chief, Instructional  
Services Branch/SS.



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